

**Title:** Maintaining Quality Local Agency Staff

**Purpose**

In order to maintain qualified CPA staff and quality nutrition services, the Montana WIC Program will seek additional funds through Operational Adjustment (OA) and Infrastructure Requests with USDA.

Regional local programs are responsible for insuring all staff receive training and meet the continuing education requirements as described in Policy 4-8 WIC Continuing Education Program.

**Authority**

7 CFR 246.7

**Policy**

The Montana WIC Program will assist regional local programs, when earmarked funds are available, to provide specific training to meet CPA standards, WIC applicable certifications/credentials, State Nutritionist training and applicable nutrition college courses.

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**I. Obtaining Funding**

- A. Each year the Montana WIC Program will consider submitting a request for Operational Adjustment funds to support training for individual staff. If additional funds become available at the Federal level and a need remains unmet, a later request may be made by the State.
- B. An Operational Adjustment Request will be made for non-routine training
- C. An Operational Adjustment Request will be made on an as needed basis to support a regional local program staff member enrolled in a qualified dietetic internship.
- D. An Infrastructure Request will be made for development projects of training which will be on-going and encompass whole categories or large numbers of staff.

**II. Priority Ranking of Requests**

- A. The award of funds to regional local programs will be dependent on the approval and funding level of the Operational Adjustment Request. The State Office will rank regional local program requests passed on the following criteria and in this descending order of priority:
- B. A degreed professional requiring additional course work (nutrition/anatomy and physiology) to meet the definition of a CPA in an area without a CPA;
- C. A degreed professional meeting the definition of a CPA in a difficult to hire area with an approved plan in place.
- D. In order to maintain a standard of at least one Certified Lactation Consultant (CLC) per regional local program, a staff member requesting assistance with CLC initial training expenses for a session held in Montana or at a location in a surrounding state close enough to Montana to remain cost effective;

E. Continuing education for regional local program and state staff to maintain a certification/registration applicable to performing quality nutrition services in the WIC Program (i.e. RD, CLC or IBCLC).

### **III. Dietetic Internship for RD Status**

A. A regional local program staff member with a degree meeting the requirements to apply for an ADA approved dietetic internship, may request assistance with tuition and books in the form of a stipend. If after review and consideration, the state office approves the request, a separate OA request will be made. The staff person must repay the stipend if the coursework is not completed adequately to sit the RD exam or does not complete the time commitment for remaining employed with a WIC Program in Montana.

### **IV. How a Regional Local Program makes a Request**

A. If the request involves paid staff time, it will be made by the lead of the regional local program in writing or by e-mail to the designated state staff person.

B. If the request does not involve staff time, it may be made by the staff person with a note of approval by the lead of the regional local program.

C. The request will contain:

1. Name of the individual;
2. Requested course(s), CLC training, or continuing education opportunity
3. Brief justification of need
4. Other information such as objective (conferences), dates, and location; and
5. Costs, including registration, tuition, books, travel and per diem.

### **V. Notification of Approval and/or Funding**

A. The State WIC Office will notify the lead regional local program and the staff member of the approval of a request and when funding has been received. Details of registration, payment, ordering of materials or any additional commitment will be finalized at that time.